



USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract position:

Advertisement No. : USAID/11-14

Position Title : Human Resources Assistant

Number of Positions : One (1)

Office : Executive Office (EXO)

Grade : FSN-8

Location : The position is based at New Delhi.

Working Hours : 40 hours per week, Monday to Friday, 8:30 am to 5:00 pm

Education : Completion of bachelor's degree in business administration, commerce, psychology, social work, social sciences or a related relevant field is required.

Experience : Three to five years of experience in the field Human Resources administration/management is required.

Duties : The Executive Office (EXO) is largely responsible for the administrative management for the Mission, including personnel management and training, travel, communications and records, information resource management, and general services.

The incumbent will serve in a small unit of Assistants in the Human Resources division of the Executive Office (EXO) and report to the Human Resources Specialist. The incumbent will perform a variety of functions related to human resource management of U.S. Citizen and locally engaged employees (LES) and will:

- Provide assistance in position classification; recruitment and separation; check-in/orientation and check-out; arrange necessary clearances for hiring; preparation and processing of contracts and personnel actions for employees.
- Prepare entitlement travel authorizations for American employees.

- Maintain updated HR database systems on employee records, recruitment and separations, trainings, awards, performance, etc., and generate reports and other documents as required.
- Assist in administering performance evaluation program; awards and trainings for USAID/India employees.
- Prepare diplomatic notes to obtain visas, restricted area permits and secure other diplomatic privileges for American employees.
- Prepare other correspondence/letters/documents to process variety of HR transactions, viz., obtaining visa for employee's official travel; arranging necessary clearances for travel and insurance coverage; new employee introduction; employment verification etc.

Language : Fluency in English and Hindi is required.

Knowledge : Thorough knowledge of personnel and contracting regulations and position classification procedures, thorough knowledge of regulations, policies and procedures governing American employment, wage and salary, recruitment techniques/concepts and practices, knowledge of Indian employment laws and prevalent employee benefits is highly desirable. Thorough knowledge of regulations, policies and procedures governing American employment, and Indian Government regulations on visa procedures is highly desirable.

Ability & Skills : Excellent inter-personal skills and external and internal customer orientation is required. Excellent written and oral communication skills to effectively communicate and maintain rapport with various levels of customers is required. Clear understanding of HR processes; excellent team work aptitude and skills; and coordination skills with multiple customers. Good mathematical skills in computing budget estimates related to service contracts, retirement benefits, calculating other ratios like the promotion rate, employee turnover rate. Excellent computer skills in MS Office applications; ability to quickly adapt various on-line HR systems is required.

Opening Date for Applications : June 6, 2011

Closing Date for Receipt of applications: June 24, 2011 at 1700 hours

To Apply:

To Apply:

1. Interested applicants **must** apply on Employment Form, DS-174, available on the website:
http://www.usaid.gov/in/working_with_us/doc/employment_form.doc

Applications not submitted in the specified form will not be accepted.

2. Submit **print copies** of applications to:
Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

Or

Electronic Submission to: indiaper@usaid.gov

3. Applicants must specify the advertisement number and position title in Column 1 of the Employment Form. Applications without reference to a specific advertisement number will not be accepted.

Notes:

FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees desiring a change after the initial probation period will be required to be in their present position for not less than 120 days.

The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National (FSN) employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability or sexual orientation. Due to a high volume of anticipated applications, only short listed candidates will be notified.